

LEGISLATIVE REPORTER

DEFINITION: Under general direction, performs work of moderate difficulty, specializes in recording, transcribing, and interpreting legislative sessions and committee meetings or hearings conducted in the Navajo language; translates the most difficult proceedings into the English language and vice versa; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Attends and records official public meetings of the Navajo Nation Council and assigned committee meetings or hearings; transcribes and translates legislative minutes conducted both in the Navajo and English language; provides interpretations of a highly difficult nature, from Navajo to English and vice versa to assist the general public in understanding meeting topics under discussion; records verbatim minutes of committees and transcribes recordings for official records; maintains accurate notes of all proceedings, vote counts on resolutions, and all other legislative actions and/or decisions.

Prepares committee meeting agenda and roll call sheets; finalizes legislative resolutions including all official amendments; prepares resolution for official certification and assigns a number; assures all pertinent information to all approved resolutions are attached; identifies number of votes and the date of approval; assures all signatures are recorded on subject document, and all attachments are in order; prepares and finalizes correspondence, orders and journals.

Proofreads, edits and prepares final copies of minutes; assists other recorders in preparing and finalizing minutes; transports, sets up and operates transcription and recording equipment; ensures accuracy of minutes and resolutions; prepares required reports; prepares, submits and maintains claim forms and travel authorizations for committee members; inventories and maintains office supplies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state, and Navajo Nation rules, regulations, policies and procedures related to preparing official transcription of public meetings.

Knowledge of computer hardware, software and peripherals.

Knowledge of general office practices and procedures.

Knowledge of operation and maintenance of audio and video transcription and recording equipment.

Knowledge of translation of Navajo language into written language.

Skill in interpreting and translating English into the Navajo language without difficulty, must be highly fluent in communicating in the Navajo language.

Skill in utilizing written and verbal communication in the preparation of reports, official public minutes, and resolutions.

Skill in maintaining official public records.

Skill in prioritizing, scheduling, reviewing, and evaluating work.

Skill in editing, proofreading, and composing correspondence or reports.

Skill in making simultaneous reporting of proceedings with the use of audio and visual equipment.

Skill in utilizing customer service practices and techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail in developing official minutes and resolutions for public records with lifting and carrying of audio and visual equipment weighing up to 60 pounds.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Business or Secretarial services; and two (2) years of advanced secretarial and transcription experience. Must be proficient in recording, transcribing and translating of Navajo language to English.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience as a court clerk.
- Proficient in translating, transcribing and recording minutes.
- Proficient in Microsoft Office or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.